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REPORT OF
INFORMATIONAL DISCUSSION
MEETING
STANDARDIZING PAPER SIZES
Room 105
National Archives Building
Washington, D. C.
10 a.m. - 4 p.m.
June 30, 1969

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NATIONAL BUREAU OF STANDARDS
U. S. DEPARTMENT OF COMMERCE

NATIONAL ARCHIVES AND RECORDS SERVICE
GENERAL SERVICES ADMINISTRATION

The Archivist of the United States, Dr. James B. Rhoads, set the stage for a broad scope discussion of the standardization of paper sizes by tracing the history of this activity in Government back to 1921. In that year the Bureau of Efficiency and the Permanent Conference on Printing established the present standard for U. S. Government letterheads at 8 x 10 1/2". In the same year a Committee on Simplification of Paper Sizes, working under the Bureau of Standards, to eliminate waste in industry, established the present industry letterhead size of 8 1/2 x 11". Dr. Rhoads emphasized the Government's interest in undertaking this current activity to review the size of paper used in communication transactions.

Mr. Artel Ricks, Director, Paperwork Standards and Automation Division, National Archives and Records Service, outlined the six principal purposes of the current activity and identified the reasons for this informational discussion.

Mr. William E. Wilson, Chief, Paper Evaluation Section, National Bureau of Standards, U. S. Department of Commerce, reported on the interest that the NBS has in this activity. In the group's discussions of the purposes of the activity, it was pointed out that the emphasis is "to realize economies by increasing the efficiency and effectiveness of paperwork in the United States Government through standardizing paper sizes."

Throughout the discussion there was repeated assurances that recommendations for standards would be centered around economy and the effectiveness of the communication to the user and that standards would not be recommended for the sole purpose of accomplishing standardization.

The group was privileged to receive a report from Mr. Arthur D. Dunn of the Canadian Government Specifications Board. Mr. Dunn related an interesting history on the development of international paper sizes, and reported on action taken in many countries throughout the world. He distributed a 28 page report that listed the various international standard paper sizes and identified the many countries that had adopted these.

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Mr. Jeffrey V. Odom, Assistant to Dr. A. G. McNish, Assistant to the Director for Metric Study, National Bureau of Standards, reported on Public Law 90-472, Secretary of Commerce to conduct a program of investigation, research and survey to determine the impact of increased world wide use of the metric system on the United States.

Mr. Abraham Leventhal, representing Dr. A. Allen Bates, Director, Office of Standards Policy, U. S. Department of Commerce, reported on the activities and interest of that office in connection with interagency committee functioning in the area of standards.

Mr. Max A. Butterfield, Chief, ADP Environment Standards, Office of Information Processing Standards, NBS, reviewed and reported on the new standards to be released shortly by the National Bureau of Standards in connection with optical character recognition. Mr. Butterfield also distributed reprints of various issues of the Technical News Bulletin from the National Bureau of Standards Center for Computer Science and Technology which referenced various standards and standardization activities, including information regarding the new Federal Standard Code for Information Interchange, in addition to a Brief History and Use of the American and Metric Systems of Measure.

Mr. R. L. Fortune, Vice President, The Standard Register Company, Chairman of Committee X4-A7 of the United States of America Standards Institute, reported on the activity of that committee in connection with the proposed international standards on forms. He advised the conference that representatives had been nominated to be present in London in October when the International Standards Organization's committee on forms standardization will meet and vote on various proposals. Mr. Fortune also served as the official representative for the Business Equipment Manufacturers Association, which has divisions and member companies which are vitally interested in subjects relating to the standardization of paper sizes. Joining Mr. Fortune there were at the conference thirteen additional representatives of USASI, BEMA and ISO, which evidenced the wide interest in this subject.

Mr. Harold E. Harriman, Department of Transportation, reported on the large number of documents used in the Import-Export trade and identified the work that had been done to standardize these documents.

Dr. Robert M. Landau, Office of Science Technology, representing the Committee on Scientific and Technical Information, reported on the work that had been done in connection with that committee's recommended standards for scientific and technical reports and for microfiche sizes.

Mr. Charles S. Shaw, Acting Chief, Standardization Division, U. S. Post Office Department, reported on the guidelines for envelope sizes that had been developed for use within the United States Government. As part of Mr. Shaw's presentation, there was shown for the first time at a public meeting a new film to be used by the Post Office Department and the General Services Administration in promoting new guidelines for the selection and addressing of envelopes. Mr. Shaw also reported on activities presently under way in the Universal Postal Union which will meet in Tokyo this year to pass on standards to be used in international mail.

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Dr. Robert B. Hobbs, Deputy Technical Director, U. S. Government Printing Office, Chairman of the Technical Subcommittee of Paper Specification Standards Committee of the Congressional Joint Committee on Printing, identified the activities of that committee.

Mr. Harold F. Drury, Director, Printing & Publishing Division, Business and Defense Services Administration, U. S. Department of Commerce, reported on the interest of his office in standardization of paper sizes. Mr. Drury represents the Government in his work with more than 37,000 printers and publishers throughout the country.

Numerous other agencies and departments and offices of the Government were represented and each representative expressed the interest of his organization and identified their activities in connection with paper standardization.

The representatives from many trade organizations and similar groups identified their activities in the field of standardization and their interest in this subject. These included the American Paper Institute, Data Processing Supplies Association, Direct Mail Advertising Association, Envelope Manufacturers Association, Graphic Arts Marketing & Information Service, National Microfilm Association, The National Paper Trade Association, Inc., National Printing Equipment Association, Inc., National Retail Merchants Association, and Printing Industries of America, Inc.

Throughout the discussion the various methods of communicating information were identified and discussed in their relationship to paper. An important fact identified in the discussions was the inter-relationship among the standards activities of the many groups. There was general agreement that each group working on standards that might in one way or another be related to paper size should establish an active communication and relationship to this present Committee on Standardizing Paper Sizes.

The conference reviewed some of the logical functional areas into which the activity might be divided and revised a possible grouping of end products for the purpose of this activity.

The Committee and Conference Chairman, Bernard J. Taymans, closed the conference by expressing his appreciation to the more than 50 representatives from companies, organizations, associations and Government who had assembled and contributed information. He stated that this information would greatly expedite the Government's work and that as the work progressed he would utilize this initial group as a review committee. He summarized some of the developmental and fact finding tasks that must be undertaken, which included among other things development of uniform terminology and definitions of terms to be used in carrying out the activity and a refinement of the functional grouping and end product classifications. Mr. Taymans stated that comments or recommendations to be sent to the Committee would be based upon factual analysis and documentation. He emphasized that one of the main functions of the conference -- that of establishing a channel of communication among various groups working on standardization related to paper sizes projects -- had been effectively accomplished by this meeting.

Attached is a list of those in attendance.

ATTENDANCE LIST
STANDARDIZING PAPER SIZES
MEETING
June 30, 1969

AMERICAN PAPER INSTITUTE

George Johnson, Assistant Secretary
Printing-Writing Division
American Paper Institute
260 Madison Avenue
New York, New York 10016

ARMY PUBLICATIONS DIVISION

Haydn L. Evans
Army Publications Division
U. S. Army
Room 2037 Tempo B
2nd and S Streets, S. W.
Washington, D. C. 20310

BUSINESS EQUIPMENT MANUFACTURERS ASSN.
(Some also members X4-A7 Committee)

Joseph J. Farley
IBM Corporation
Old Orchard Road
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William Grote, Marketing Manager
Optical Character Recognition Products
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150 New Park Avenue
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Roy Hearsom
Senior Research Specialist
Production Planning Department
The National Cash Register Co.
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Dayton, Ohio 45409

Warren B. Howe
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Addressograph-Multigraph Corp.
1200 Babbitt Road
Euclid, Ohio 44117

Richard Lake
Peripheral Equipment Planning
Radio Corporation of America
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Camden, N. J. 08101

BUSINESS EQUIPMENT MANUFACTURERS ASSN.
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R. J. O'Brien, Vice President and
Director of Research
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Theodore Pealler
Printer Development
Systems Development Division
IBM Corporation
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Endicott, New York 13760

Bruce H. Rampe
Federal Marketing Representative
Royal Office Typewriters
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1700 Wisconsin Avenue, N. W.
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Supervisor of Standards & Packaging
Remington Rand
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333 Wilson Avenue
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Dale J. Thomas
Pitney-Bowes Inc.
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Robert G. Vyverberg
Xerox Corp.
Xerox Square
Rochester, New York 14603

CANADIAN GOVERNMENT

Arthur D. Dunn
Canadian Government Specifications Bd.
88 Metcalfe Street
Ottawa, Ontario, Canada

CLEARING HOUSE FOR FEDERAL SCIENTIFIC
AND TECHNICAL INFORMATION

A. W. Alexander
U. S. Department of Commerce
National Bureau of Standards
Institute for Applied Technology
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and Technical Information
Springfield, Virginia 22151

COMMITTEE ON SCIENTIFIC AND TECHNICAL
INFORMATION

Dr. Robert M. Landau
Office of Science Technology
Executive Office Building
Washington, D. C. 20506

DATA PROCESSING SUPPLIERS ASSOCIATION

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Control Data Corporation
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DEPARTMENT OF THE AIR FORCE

F. A. Douglas
Department of the Air Force
Publishing Div. AFDASDA
Washington, D. C. 20330

Miss Genevieve Hughes
same office

DEPARTMENT OF TRANSPORTATION

Harold E. Harriman, Chief
Documentation and Procedures Div.
Office of Facilitation
Department of Transportation
Washington, D. C. 20590

DIRECT MAIL ADVERTISING ASSOCIATION

Robert O. Shearer, Sales Manager
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ENVELOPE MANUFACTURERS ASSOCIATION

William H. McManus, Executive Vice Pres.
Envelope Manufacturers Association
1 Rockefeller Plaza
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Herbert S. Stone, Secretary
same office

GOVERNMENT PRINTING OFFICE

Dr. Robert B. Hobbs
Deputy Technical Director
U. S. Government Printing Office
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Washington, D. C. 20402

GENERAL SERVICES ADMINISTRATION FEDERAL
SUPPLY SERVICE

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Federal Supply Service
FMSC
Washington, D. C. 20406

GRAPHIC ARTS MARKETING & INFORMATION
SERVICE

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John C. Motter Printing Press Co.
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York, Pennsylvania 17405

John Vogel
Oxford Paper Co.
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New York, New York 10017

THE LIBRARY OF CONGRESS

Harold Hooper
The Library of Congress
Washington, D. C. 20540

Ernest Shaffer
same office

NATIONAL ARCHIVES AND RECORDS SERVICE

Artel Ricks, Director
Paperwork Standards and Automation Div.
National Archives and Records Service
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NATIONAL ARCHIVES AND RECORDS SERVICE
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Bernard J. Taymans Associates, Inc.
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NATIONAL BUREAU OF STANDARDS
U. S. DEPARTMENT OF COMMERCE

Max A. Butterfield, Chief
ADP Environment Standards
Office of Information Processing
Standards
National Bureau of Standards
U. S. Department of Commerce
Washington, D. C. 20234

Jeffrey V. Odom
Assistant to Dr. A. G. McNish
National Bureau of Standards
U. S. Department of Commerce
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William K. Wilson, Chief
Paper Evaluation Section
National Bureau of Standards
U. S. Department of Commerce
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NATIONAL MICROFILM ASSOCIATION

William Schaefer
Paper Services Div.
Eastman Kodak Company
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Rochester, New York 14650

THE NATIONAL PAPER TRADE ASSN., INC.

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Frank Parsons Paper Co., Inc.
3600 New York Avenue, N. E.
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Donald Malaney
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NATIONAL PRINTING EQUIPMENT ASSN., INC.

Stephen H. Fairweather
Harris-Intertype Corp.
55 Public Square
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NATIONAL RETAIL MERCHANTS ASSOCIATION

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National Retail Merchants Association
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NAVY PUBLICATIONS AND PRINTING SERVICE

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Navy Publications and Printing Service
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Navy Publications & Printing Service
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OFFICE OF ASSISTANT SECRETARY (I & L)
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S. Harry Meiselman
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OFFICE OF CHIEF OF NAVAL OPERATIONS

Arthur Allen
Office of Chief of Naval Operations
Navy Department, Room 0133
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OFFICE OF STANDARDS POLICY

Abraham Leventhal
Office of Standards Policy
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POST OFFICE DEPARTMENT

Robert P. Connell, Industrial Engineer
Standardization Division
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Attendance List
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POST OFFICE DEPARTMENT (continued)

Charles S. Shaw, Acting Chief
Standardization Division
Post Office Department
Washington, D. C. 20260

PRINTING & PUBLISHING DIVISION, BDSA

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